

# Membership



**@EducateIN**

# AGENDA

**Purpose**

**Residency**

**Count  
Dates**

**Membership  
(ADM)  
Types**

**Kindergarten**

**Exclusions**

**Transfer  
Tuition**

**Key Points**

**Resources  
and Contacts**

# Purpose

## **PURPOSE**

- **The purpose of membership is to capture a count of K-12 students who are enrolled and expected to be in attendance at the school corporation or charter school on a given day.**
- **Historically, membership counts have been taken twice per year, once in the fall and once in the spring.**
- **Whether or not one or both counts are used to determine Basic Grant funding is a decision made by the Indiana General Assembly.**

# HISTORICAL BASIC GRANT FUNDING

## FY 2018

- Basic - \$5,428,623,210
- Complexity - \$768,522,710

## FY 2019

- Basic - \$5,495,779,930
- Complexity - \$763,399,098

## Basic and Complexity

## FY 2020

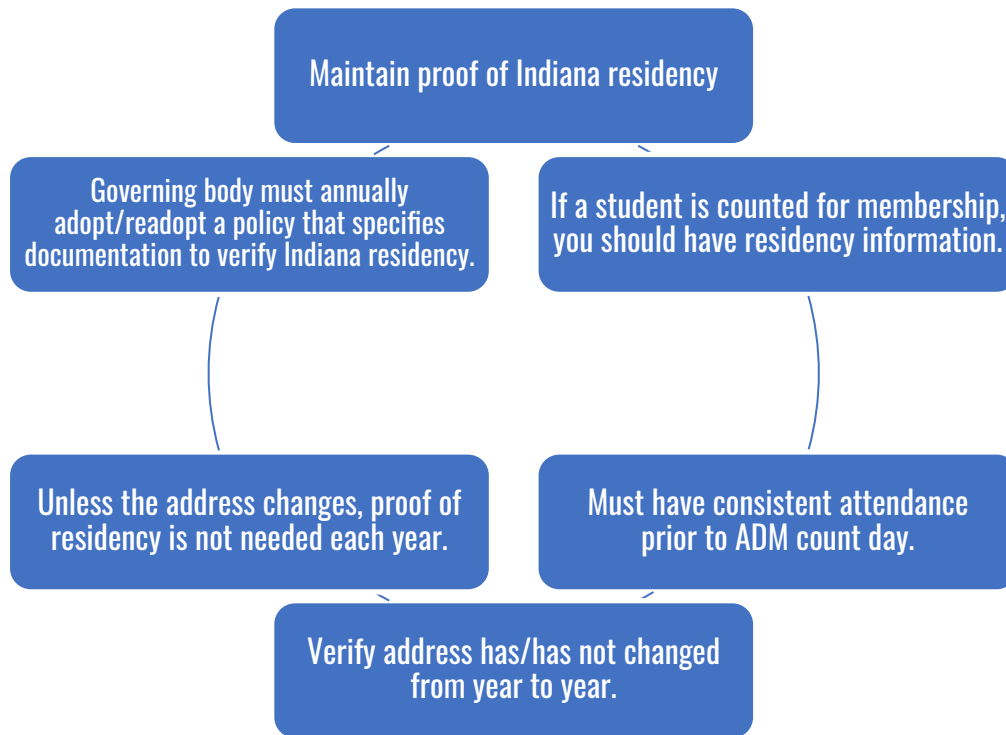
- Basic and Complexity - \$6,358,491,289

## FY 2021

- Basic and Complexity - 6,395,545,727

# Residency

# INDIANA RESIDENCY REQUIREMENTS



# EXAMPLES - PROOF OF RESIDENCY

at&t

Print Download PDF

Statement Date: 03/31/08 - 03/31/08  
Account Number: [REDACTED]

Plan No:	1-000 or 111 from your cell phone
Rate of Billing:	Customer's (TTC) (TTC)
0007	

Previous Balance	\$0
Payment Posted	\$0
Balance	\$0
Monthly Service Charge	\$20
Other Charges	\$0
Credit Adjustments/Other Charges	\$0
Unpaid Fees & Taxes	\$0
TOTAL CURRENT CHARGES	\$20
Due Apr 01, 2008	
Payments assessed after Apr 01	\$0
<b>Total Amount Due</b>	<b>\$20.00</b>

Beginning next month your bill will be available online in paper form. If you have any questions please call 1-800-444-4444.

**Telephone  
bill**



**Bank  
statement**



**Tax  
return**



**Utility  
bill**



**Mortgage  
statement**



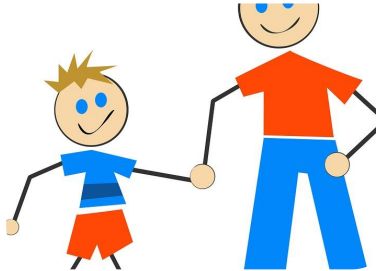
## PROOF OF RESIDENCY - OTHER TYPES



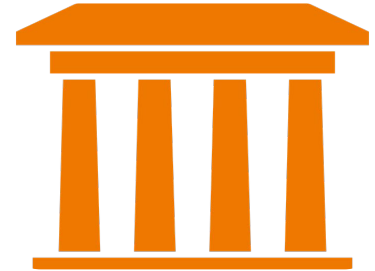
**Foster  
care**



**McKinney-Vento**



**Third party  
custodial**



**Placement by  
DCS, FSSA,  
Courts, etc.**

# EXCEPTIONS TO RESIDENCY REQUIREMENTS

**Foreign  
Exchange student**  
• **Excluding an F1  
Visa student**

**Student of active  
Military family  
member**  
• **Official military  
order of  
deployment or  
pending transfer**

# Count Dates

# COUNT DATES



## Fall Count

- Count approved by State Board of Education based on rule and legislation.



## Spring Count

- Count approved by State Board of Education based on legislation.



## General Assembly

- Determines whether one or two counts is used to calculate the Basic Grant.

## COUNT DATES

- A count of students enrolled and expected to be in attendance on count day. To be counted, a student must have an attendance record.
- Per IC 20-43-1-11.5, "enrolled" means to be:
  - (1) registered with a school corporation to attend educational programs offered by or through the school corporation; and
  - (2) attending these educational programs or receiving educational services.
- Per IC 20-43-1-7.5, "attending" means physical or virtual presence of a student with the expectation of continued services in the education programs for which the student is registered.

## COUNT DATES

- **“Virtual instruction” means instruction that is provided in an interactive learning environment created through technology in which the student is separated from a teacher by time or space, or both. (IC 20-43-1-34)**
- **For purposes of the fall count of ADM, the department reviews the attendance for each student on each school day from the school corporation's first day of school until the September count date.**
- **For purposes of the spring count of ADM, the department reviews the attendance for each student on each school day from the first day after the September count date until the February count date.**
- **IDOE shall take into consideration whether a student transferred to the school corporation during the date ranges described above.**

# DATA EXCHANGE FY 2022

## Submission

- Fall - begins July 1 and ends September 17
- Spring - begins September 18 and ends February 1

Fall count date is September 17, 2021, and the Spring count date is February 1, 2022.

## Certification

- Fall - begins October 5 and ends October 8
- Spring - begins February 17 and ends February 22

**Membership certified through Data Exchange is the sole source of data used to determine Basic Grant, Adult Learner, and Choice Scholarship funding.**

# MEMBERSHIP (ADM) FALL COUNT: SEPTEMBER

Fall count date is September 17, 2021.

## MEMBERSHIP

Submission -  
September 17  
to  
September 26



Clean-Up -  
September 27  
to  
October 4



Certification  
Occurs in Data  
Exchange

**Although membership will be collected in the STN Application Center as well as Data Exchange, the source data used for FY 2022 tuition support calculations will be Data Exchange. Counts reported in both systems should match.**



## MEMBERSHIP (ADM) COUNT DATES: FEBRUARY

Spring count date is February 1, 2022.

### MEMBERSHIP

Submission -  
February 1  
to  
February 9



Clean-Up -  
February 10  
to  
February 16



Certification  
Occurs in Data  
Exchange

**Although membership will be collected in the STN Application Center as well as Data Exchange, the source data used for FY 2022 tuition support calculations will be Data Exchange. Counts reported in both systems should match.**

# Membership (ADM) Types

# TYPE 1 RESIDENT ENROLLMENT

**A student with legal settlement in the school corporation and who is enrolled in and attending the same school corporation.**

**Excluding an F1 Visa student, foreign exchange students are resident attenders.**

**Homeless students are coded as resident attenders.**

**In most cases, charter schools report all students enrolled and attending as residential enrollments.**

**Students must be reported with a school number that belongs to the reporting school corporation.**

**Charter schools must report their school number with the correct corporation of legal settlement.**

**Instructional days/minutes are left blank.**

## ADM TYPE 2 TRANSFER OUT

A student with legal settlement in the reporting school corporation but attending a different school corporation for one of the following reasons:

1. Agreement between the corporation of legal settlement (COLS) and the educating/servicing school corporation.

2. Better accommodation student transfer agreement under I.C. 20-26-11-5 between the COLS and the student's parent.

3. Better accommodation by the State Board of Education.

4. A student attending a special education or vocational education cooperative outside the student's COLS for purposes of best meeting educational needs.

## ADM TYPE 2 TRANSFER OUT

### REPORTING REQUIREMENTS:

- Students must be reported with the school number where they are being educated and the corporation of legal settlement (corp. that is reporting them).
- Transfer Out does not apply to charter schools.
- Contact STN support at <https://help.doe.in.gov> for assistance if you are unable to report the school number (where the student is being educated) as part of your school corporation's submission.

## ADM TYPE 3 CASH TRANSFER

**A student who has legal settlement in one school corporation but is enrolled and attending a different school corporation based on a parent agreement.**



**The student must be reported with the school number where he/she is being educated as well as the COLS.**

**Whether or not a parent/guardian pays tuition is based on the school corporation's policy.**

## **ADM TYPE 3 CASH TRANSFER**

### **REPORTING REQUIREMENTS:**

- **Students must be reported with the school number where they are being educated and the legal corporation of settlement (where they would attend if not attending your corporation).**
- **Cash Transfers do not apply to charter schools.**

## **ADM TYPE 4 STATE OBLIGATIONS**

**Student is placed in an institution operated by division of disability, aging and rehabilitative services, or division of mental health and addiction that is located in the school corporation.**

**This could be a child of a state employee(s) living on state property.**

**The student is included in the membership count of the educating corporation.**

**This does not apply to charter schools.**



## **ADM TYPE 4 STATE OBLIGATIONS**

### **REPORTING REQUIREMENTS:**

- **Student must be reported with the school number where they are being educated that belongs to the legal corporation of settlement that is reporting the student.**
- **State Obligations do not apply to charter schools.**

## **ADM TYPE 5 PLACEMENTS IN**

**A student who is enrolled and attending school in the corporation as a result of one of the following actions that is for non-educational reasons:**

**1. Placement by a parent/guardian in a state licensed private or public health care facility, childcare facility or foster home located within the facility.**

**2. A student placed in a health care facility with a physician recommendation for not less than 14 consecutive days or a total of 20 calendar days (IC 20-26-11-8b)**

**3. Placement is necessary for the student's physical or emotional health and well-being.**

**This does not apply to charter schools.**

## ADM TYPE 5 PLACEMENTS IN

The student is counted as placement in and included in the ADM of the educating school corporation.



Exception: A student placed for non-educational reasons without a COLS outside of the reporting school corporation are reported as a resident attender.

## **ADM TYPE 5 PLACEMENTS IN**

### **REPORTING REQUIREMENTS:**

- **Student must be reported with the school number where the student is being educated and the corporation of legal settlement (where the student would attend if not placed in your district)**
- **Placements In do not apply to charter schools**

## **ADM TYPE 6 DUAL ENROLLED**

**A student is attending a non-public school inside or outside your school corporation boundaries.**

**A student is receiving less than 50% of instruction from the school corporation or charter school.**

**A student enrolled and attending your school corporation (traditional or charter) and a non-public school.**

**Must input instructional days and minutes**

**A student must be reported with a school number that belongs to the reporting school corporation.**

## **ADM TYPE 6 DUAL ENROLLED**

### **REPORTING REQUIREMENTS:**

- **Student must be reported with a school number that belongs to the reporting corporation**
- **Instructional days and minutes must be completed**

# Kindergarten

## **KINDERGARTEN (KG)**

- **For school year 2021-2022, a student must have been five years of age by August 1 to be eligible for KG grade level and five years of age by October 1 to generate Basic Grant funding for a school corporation or charter school.**
- **KG students participating in a full-day kindergarten program are coded as such.**
- **KG students not participating in a full-day kindergarten program only generate half funding for foundation and complexity.**



## **KINDERGARTEN (KG)**

- **Waiver allows a student, who turns age five, by October 1 to be waived into kindergarten.**
- **It is a local decision whether a school corporation allows the waiver process.**

# Exclusions

## **EXCLUDED STUDENTS**

- **Students over the age of 22 on count day;**
- **Students with legal settlement in another state;**
- **Students enrolled in the Indiana School for the Blind;**
- **Students enrolled in the Indiana School for the Deaf;**
- **Seniors finishing graduation requirements prior to October 1;**
- **Expelled general education students;**
- **Adult secondary education students;**
- **Students who graduate mid-year are not counted for Period 2; and**
- **Foreign students with an F1 Visa attending an Indiana school corporation.**

# Transfer Tuition

# TRANSFER TUITION

- **Form 515- Statement of Transfer Tuition assists with determining the cost of providing educational services to a student.**

- Calculated for a school year
- Represents a fiscal year calculation
- Billed in quarterly installments

**Form 515, Statement of Transfer Tuition can be found in the Public School Community of Moodle.**

- **Key components include:**
  - Class of School
  - Special equipment
  - Student enrollment
  - Expenditures
  - Revenues

# TRANSFER TUITION APPEAL

- **Appeal process**
  - **Under I.C. 20-26-11-15, the State Board of Education shall hear all appeals regarding:**
    - **Legal settlement;**
    - **Right to transfer;**
    - **Right to attend school in any school corporation;**
    - **Amount of transfer tuition; and**
    - **Any other matter regarding transfer tuition.**

# Key Points

## KEY POINTS

**Membership Enrollment – students attending a public school corporation or charter school.**



**Membership Adult Learners – students attending an adult learner charter school.**



**Membership Vouchers – students in the Choice Scholarship Program.**



## KEY POINTS

**Data Exchange is the sole source for final membership counts!**

**There are six ADM types.**

**Attendance drives whether a student is reported as virtual or nonvirtual.**

**A student must be 22 years of age or less on count date to be included in membership.**

**For the 2021-2022 school year, IDOE will use the fall and spring membership counts for funding.**

**Kindergarten- a student must be age 5 on or before October 1 and waived into kindergarten to be counted for membership.**

# Resources and Contacts

# RESOURCES

- **MOODLE**
  - Data Reporting
  - Finance
- **SAMS/PAMS Weekly Announcements**
- **Smore**



## CONTACT US

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***THANK YOU!***